

# Solution Source NEWSLETTER

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## OCTOBER 2015

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#### NEW TRAVEL

##### New Purchasing and Travel Cards, Tips for Best Practices TRAVEL EXPENSE

- By now, Purchasing Card and Travel card holders should have received a new Purchasing Card and/or Travel card. These new cards have been updated to Chip and PIN card technology. This is a powerful tool to help card-holders combat potential fraud. Merchants are expected to rapidly adopt the technology. MasterCard and Visa will shift liability to merchants who have not adopted Chip-enabled technology by **October 2015**. Your 4-digit PIN is linked to the card's encrypted microprocessor and is required at a chip-enabled terminal. If you have not received your updated card, please contact us at **940.369.5500 or Toll-Free at 855.868.4357**.

##### DRIVING OUT OF STATE

###### • Drive vs. Fly

For employees traveling on University business (for example, to a conference), the amount of mileage reimbursement allowable for an employee who chooses to drive vs. fly is the amount that is less expensive. That amount is determined by comparing the cost of driving to the cost of flying.

When preparing the TBA (Travel Budget Authorization form) for the trip and determining if flying or driving is less expensive, the traveler or travel arranger should consider:

###### For Driving Consider:

- Cost of mileage
- Hotel parking\*

###### For Flying Consider:

- Cost of flying
- Mileage to and from airport
- Taxi's and rental car\*
- Baggage fees
- Airport parking
- Hotel parking (if using rental car)

If the cost of driving is greater than the cost of flying and the traveler chooses to drive, the amount to be reimbursed for driving will be equal to the cost of flying.

\*Will be reimbursed only during the period of travel that is business related.

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The UNT Health Science Center is located on 33 acres in the heart of Fort Worth's Cultural District and is committed to training high-quality health professionals.



UNT Dallas is the only public university within the borders of the City of Dallas, located on acreage south of the Trinity.

(Continued)

### TRAVEL

#### Cost of Mileage:

- Use a map like Google maps or Mapquest to estimate mileage at the current rate of .575/mile for the travel route.
- Compare mileage from headquarters to the destination vs. home to the destination and use the lesser mileage.

**Example:** Jim estimated all of the costs associated with flying to Orlando to be \$583.48. However, he wants to drive to Orlando and the cost of roundtrip mileage is \$1282.60 based on the Google map of the trip.

Jim can be reimbursed \$583.48 for his mileage and should provide his cost comparison with his travel voucher and receipts when seeking reimbursement.

**Reminder:** If two employees rideshare to the conference, only the driver receives reimbursement for mileage!

(See page 3 for an example of searching airfare in CTP).

### PROCUREMENT SERVICES

#### Proprietary and Sole Source Justifications

- Competitive bidding is critical for ensuring a fair and transparent procurement process for the UNT System. In rare situations, due to the unique nature of some goods and services, competition may not be possible or necessary. A proprietary or sole source purchase is for a product or service that has a distinctive characteristic that is not shared by competing products or services.

These purchases are defined as proprietary or sole source. In order for Procurement Services to approve a Proprietary and Sole Source purchase request for goods or services exceeding \$5,000, the department must complete and attach a Proprietary/Sole Source Purchase Justification form to the requisition. **Please note:** purchases that do not exceed \$25,000 will not require a Vice Chancellor or Vice President signature on the form.

Purchases over \$25,000 that include a proprietary or sole source justification must be approved by a Vice Chancellor or Vice President. This requirement was added in response to Governor Greg Abbot's memorandum regarding transparency and accountability in procurement and contracting practices. **Notification** to all UNT System and component institution employees was distributed in May 2015.

The Proprietary/Sole Source Purchase Justification form is located in the **Forms Library** in the Procurement Services section on the **UNT System Business Service Center's** website. Contact UNT System Procurement Services for any assistance as needed at **940.369.5500 or Toll-Free at 855.868.4357**.

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Located in Denton, UNT is one of Texas' largest universities with more than 37,000 students enrolled.



The UNT System building houses the UNT Dallas College of Law.

(Continued)

## TRAVEL

CONCUR
Travel
Approvals
Reporting
App Center
Administration | Help
Profile 

Travel Arrangers Trip Library Templates Meetings Tools Meeting Admin

### Trip Summary

**Select Flights**  
Round Trip  
DFW - AUS  
Outbound: Sun, 11/01/2015  
Return: Wed, 11/04/2015

**Finalize Trip**

**Change Flight Search**

**Outbound - Sun Nov 1**

Depart 08:00 AM - 11:35 AM

Arrive 09:27 AM - 03:29 PM

**Return - Wed, Nov 4**

Depart 12:15 PM - 05:53 PM

Arrive 01:49 PM - 12:23 AM

**Price**

\$96.20 - \$399.20

**Display Settings**

Hide Non-refundable Fares

Hide Propeller Planes

Depart Return Same Airport Only

**Airport Filters**

**Outbound**

Departure

DFW - Dallas, TX (\$96.20)

AUS - Austin, TX (\$96.20)

**Arrival**

AUS - Austin, TX (\$96.20)

**Return**

Departure

AUS - Austin, TX (\$96.20)

DFW - Dallas, TX (\$96.20)

**Connecting Airport Filters**

### Dallas/TX TO AUSTIN, TX SUN, NOV 1 – WED, NOV 4

Print / Email

Hide matrix

All	American Airlines	United	Multiple Carriers
54 results	96.20 15 results	-	-
Nonstop 15 results	246.70 4 results	306.70 10 results	196.20 14 results
1 stop 39 results	250.70 1 result	-	-
2 stop1 1 result	-	-	-

**Baggage Fee Policies** Show fare display legend

Shop by Price | Shop by Schedule

Sorted By: Price - Low to High

Expand All Details

Displaying 54 out of 54 results. <<Previous 1 2 3 4 5 6 Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$96.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	03:30 pm 05:04 pm → AUS DFW	04:27 pm 05:25 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$124.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	03:30 pm 05:04 pm → AUS DFW	03:27 pm 05:25 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$124.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	09:00 am 05:52 pm → AUS DFW	10:04 am 07:04 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$124.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	10:55 am 05:04 pm → AUS DFW	11:57 am 06:15 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$152.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	09:00 am 05:52 pm → AUS DFW	10:04 am 07:04 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$154.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	03:30 pm 05:04 pm → AUS DFW	03:27 pm 05:25 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					
\$164.20 <input checked="" type="checkbox"/> Select	American Airlines	DFW AUS	10:55 am 05:04 pm → AUS DFW	11:57 am 06:15 pm	0 57m 1h 11m
Compare J <span style="float: right;">More like this + Show details ✓</span>					

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Questions or comments? Email [bsc@untsystem.edu](mailto:bsc@untsystem.edu) | call: 940.369.5500/Toll-Free 855.868.4357

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UNT will celebrate "A Journey Through Time," to commemorate its 125-year anniversary during this year's homecoming. Visit the UNT [Homecoming](#) Website to learn more.

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## **NEW**

### **METRICS**

#### **Did You Know?**

- Business Support Services compiles and reports data relating to business processes and customer service on a quarterly basis. Please feel free to check us out and see how we are doing.

Our metrics can be found at: [http://bsc.untsystem.edu/reports\\_metrics](http://bsc.untsystem.edu/reports_metrics).

## **PURCHASING**

### **ePRO Category Code Changes**

- As part of the financial transformation project and EIS upgrade to the finance system that will go live on **March 1, 2016**, Business Support Services is reviewing category codes used in our eProcurement (ePRO) system. During this review, updates will be made to support the financial transformation and accurately record expenditures.

The following recent changes were made at the beginning of **Fiscal Year 2016 on September 1, 2015**. The chart below identifies the category codes that are no longer used. For a complete list of the active category codes available for use, please visit the [Purchasing Resources](#) page on the BSC Website. If you have questions please contact us at 940/369-5500 or Toll-Free at 855.868.4357.

### **Category Codes Inactive as of September 1, 2015**

#### **Consumable supplies:**

- 175-68 Admin Supply
- 640-50 Office Supply – Paper Towels

#### **Fees:**

- 999-64 Tickets Off Campus Student Crs

#### **Services:**

- 926-93 Prof Svc – Testing Survey, Calibr
- 962-58 Professional Services Other
- 968-47 Prof Svc Appraisal, Inspection
- 958-72 Parking, Transportation Mgt Svc
- 910-02 Services – Muzak
- 914-27 Services – Carpentry
- 952-85 Services – Not Listed
- 962-35 Framing Services, Picture
- 962-65 Services – Armored Car
- 971-31 Services – Convention UNT Hostd



## **REMINDERS**

### **PROCUREMENT SERVICES**

#### **Vendor Setup Guidance**

- Based on the continued review of financial documents, Business Support Services would like to remind our customers to ensure that a tax identification number is supported by a W-9 form prior to the vendor setup completion.



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Senior Buyers, Ginny Brummett, left, and Jamie Cogdell, right, were on hand at one of four informational sessions hosted by Business Support Services on “How to do Business with the UNT System.”



Attendees at “How to do Business with the UNT System” event at UNT Dallas.

**(Continued)**

## **PROCUREMENT SERVICES**

### **Vendor Setup Guidance**

If the vendor is a foreign individual or company, documentation must also be sent to the tax accountant in Payroll at [sysfn@untsystem.edu](mailto:sysfn@untsystem.edu) along with the appropriate W-8 form as required by the Internal Revenue Service. The tax accountant will review and provide any feedback if additional information is required. Once approved by the tax account, customers will need to attach the approval to the request for vendor setup.

Business Support Services asks that the submitter provide assistance by having these documents in hand at the time the request is submitted for a vendor setup, when possible. All of the documents may be found on the Business Support Services website in the Forms Library located at <http://bsc.untsystem.edu/forms-library>. For financial security, the W-9, EFT Authorization forms, and/or Independent Contract forms should never be emailed. Forms may be submitted by attachment to the eProcurement requisition, faxed to the dedicated fax, 940.369.5976, or mailed through the USPS to 1112 Dallas Dr., Suite 4000, Denton, TX 76205-1132.

A blank W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Employees **must** use the Employee EFT Agreement Form, which is separate from the employee’s payroll direct deposit, in order to have their travel expenses and other reimbursements direct deposited. The form can be found on our website at [http://bsc.untsystem.edu/sites/default/files/BSC\\_Employee\\_EFT\\_0.pdf](http://bsc.untsystem.edu/sites/default/files/BSC_Employee_EFT_0.pdf).

### **Purchasing Card Best Practice**

#### **Weekly Allocation:**

- The Purchasing Card team recommends reviewing and coding your purchases weekly in Global Card Management System (GCMS). This will save you time at the end of the accounting period and ensure any fraudulent transactions are caught early.

## **PAYROLL**

### **Consent to Electronic W-2**

- We encourage all employees to sign up to electronically receive the annual IRS Form W-2. In addition to saving paper and time, there are several other benefits to employees who elect to receive the W-2 online, including:
  - Earlier access to the Form W-2.
  - No possibility the Form W-2 might be lost, stolen, delayed or misplaced.
  - You can retrieve the Form W-2 statements at any time of the day and on weekends on a secure website.
  - You can print multiple copies at your convenience.
  - Once you consent to receive the Form W-2 electronically, no action is needed in future years.

Learn how to sign up to receive the W-2 electronically by accessing <http://bsc.untsystem.edu/payroll-resources>.

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Students in the UNT Health Science Center Texas College of Osteopathic Medicine founded a new student group, the first of its kind in the nation: Palliative and Supportive Care Organization (PASCO) to care for hospice patients.

Learn more about their efforts by visiting the UNT HSC [Newsroom](#).

## REMINDERS

### PAYROLL

#### Address Verification for W-2

- Please verify your mailing address in EIS to ensure that the correct address will display on your W-2. To verify your address or make a change please log into the [Employee Self-Service](#). Once logged in to Employee Self Service, click the Human Resources tab at the top and select addresses which is under the Personal Information link on the left menu bar.

### PURCHASING

#### What is PDME/Office Depot?

- PDME/Office Depot is the preferred office supply vendor. Departments are encouraged to use the preferred vendor when ordering office supplies. The Office Depot's ordering website is ranked very high among all internet retailers in the country, which makes for a smooth online ordering experience. To order from PDME/Office Depot, you must register online at <http://bsc.untsystem.edu/register-use-pdmeof-office-depot-our-preferred-vendor-office-supplies-0>.

PDME/Office Depot was selected to be the preferred vendor based upon the following criteria:

- Overall cost savings
- Reporting capabilities
- Intuitive on-line ordering system
- Robust customer service

It is estimated that the **UNT System will save 25 percent on office supply purchases** if all related purchases are made through PDME.

PDME is a Historically Underutilized Business (HUB) certified vendor. By using PDME for office supply purchases, departments can increase the HUB utilization for the UNT System and help the institution meet its goals.

For answers to questions regarding the PDME/Office Depot program please contact Business Support Services at 940.369.5500, Toll-Free to 855.868.4357, or via email to [bsc@untsystem.edu](mailto:bsc@untsystem.edu).

### CLIENT SERVICES

- **Customer Corner:** The following represent some of the most common questions being asked of the Client Services team this month.

#### 1. How can I get a copy of my paycheck information?

- **Answer:** 1. Log in with your EUID and password. 2. Click on the Human Resources tab. 3. Go to left side of the page. 4. Click on Payroll & Compensation. 5. Click on view paycheck.

#### 2. Where can I find the FY 2016 Payroll calendar?

- **Answer:** The FY 2016 Payroll calendar is posted at: <https://bsc.untsystem.edu/pay-date-calendars>. Click on FY2016 System Payroll calendar.

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The **UNT Dallas College of Law** initially operated as a unit within the UNT System, and then became a professional school within the University of North Texas at Dallas on September 1, 2015.

## REMINDERS

### CLIENT SERVICES

#### 3. What is eShip Global?

- **Answer:** eShip Global is an Online shipping service for the UNT System with discounted pricing from FedEx, UPS, Lone Star Overnight and DHL. eShip Global is a Historically Underutilized Business (HUB) certified vendor. By using this shipping service, departments can increase the HUB utilization for the UNT System and help the institution meet its goals. To set up an account and begin utilizing the service, submit the eShip Global Access Request form. For more information you can contact eShip Global help at 800.816.1615.

#### 3. What should I do if a supervisor is no longer an employee at UNT and there is time needing approval?

- **Answer:** Send an email to the [bsc@untsystem.edu](mailto:bsc@untsystem.edu) request rerouting of time to the new approver. Include the employees' names, ID numbers and record number. Also include the name and EUID of the person approval needs to be "re-routed" to.

## GETTING TO KNOW YOUR BUYERS

- Each month we have introduced you to a different member of our team. Continuing this month, you will learn more about Angie Byrne, a Buyer on the **Procurement Team**.

### Angie Byrne, Buyer



#### 1. How long have you been a Buyer for UNT System? I

have been a Buyer for 8 years and 5 months.

#### 2. Can you give our customers a helpful tip that they might not be aware of?

Did you know that when creating an ePro requisition that the justification field has endless character spaces? We really encourage you to tell the story ... the whole story ... (the what, when, why, and where) this helps us help you!

#### 3. What do you enjoy most about being a Buyer for UNT System?

I love the diversity it offers and I love assisting our customers with alternative options and cost savings.

#### 4. Is there anything you would like our customers to know about you?

I am left handed and proud to be in the company of other famous left-handers like Bill Gates, Oprah Winfrey and Bill Clinton.

#### 5. Tell everyone one fun fact about you!

I enjoy making jewelry and my latest obsession is making terrariums and fairy gardens.

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*October 2015*

### BUSINESS PROCESS TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14 ePAR 9 to 10:30 am <b>UNT DP, D209A (AO15EP)</b>	15 ePAR 10 to 11:30 am <b>HSC EAD, 291 (AO15EP)</b>	16	17
18	19 Introduction to Time & Labor 9 to 10:30 am <b>UNT BLB, 260 (AO15TL)</b>	20	21 Introduction to Time & Labor 10 to 11:30 am <b>HSC EAD, 524 (AO15TL)</b>	22 ePAR 9 to 10:30 am <b>BSC, 4202A (AO15EP)</b>	23	24
25	26	27	28	29 PCard 101 (Back to the Basics) 10 to 11:30 am <b>HSC, EAD 719 (AO15PC)</b>	30	31

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